Application for RECORDS DISPOSITION STANDARD

GEORGIA		·	Manager Pittore			
March 9, 1976 2. Agency Application No. 3240-003	INSTRUCTIONS: See esparate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		Date Received Application No. Date Completes			
Department of Educati Financial Services Di Instructional Materia Room 224, 12 Mitchell	ion ivision	: '	Paul Goethe 5. Working Title Assistant Directo	r 6.101 %		
	POSITION STANDARD; ONTINUE TO ACCUMULAT		OSE OF PRESENT ACURTHER ACCUMULATI			
8.Earliest & Latest Dates of Series 1959 to date	9.Exact Series Title School Inst	ructional Equi	pment Project Files			
10. What is the function	of the office in which	this record s	eries is created?			

The Financial Services Division administers the proper statewide distribution of APEG allotments and payments, state capital outlay funds and federal funds under Public Law 93-380, IV, B, with financial analysis and review to aid local systems in management and legal use of all funds.

The Instructional Materials Unit provides leadership activities that will assist local education agencies to plan and implement functional programs in the areas of basic textual materials, Part B, ESEA Title IV, NDEA Title III-A, ESEA Title II, Public Law 93-380, and Title III Federal Impact Aid programs, 874 general operational funds and 815 building funds.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to:

Making payments authorized to public schools by the National Defense Education Act, NDEA III and/or later federal educational acts to improve instruction in academic subjects through the acquisition of laboratory and other special equipment and materials.

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Included are: Project applications, order forms, book project applications, and

requests for reimbursement.

Files are arranged: Alphabetically by local school system.

ATTACH SAMPLES OF THE FILE

	ALIA	CH SAME LES OF	THE FILE				**
2. воитриват оссиртви	No. of Drawers	Cu. Ft. of Records		To. of	Dravers	Cu. Ft. o	
Letter-size File Drawers	30	3 n f ,	ANNUAL RATE OF ACCUMULATION	12	•		
Legal-size File Drawers	9		Figor Space Occupied (Square Feet)	In Off	ice(s)	In Storeg	e Area(a)
Record Center Boxes	11/1/11	, , 108		This Year's	Last Year's	Preceding Year's	
			AVERAGE DAILY REFERENCES	1,00	100	50	0

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